



COVID-19 Emergency Operations Center

SOP No: MS-189

Date of Last Revision: 06/08/22

Standard Operating Procedure Media Inquiries

Subject: Media Inquiries for Medical Shelter Sites

1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management on responding to media inquiries or public complaints at Medical Shelter sites.

2. Contacts

Media inquiries, interviews, & film requests:
media@dhs.lacounty.gov

Interim, HS Public Information Officer
Rochessa Washington, MBA, MPA
(213) 288-8879
rowashington@dhs.lacounty.gov

Public Information Officer
Robin Young
(213) 288-8567
royoung@dhs.lacounty.gov

3. Procedures

• General

- No staff should be talking to media or providing any information.
- If approached by media, all staff are to refer the media rep to the senior person on-site.
- The senior person will use the above contact information and refer the media to them for comment.
- No one is allowed on site property without appropriate clearance or approval.